



Study Abroad Handbook

This handbook contains general information on study abroad and preparing for studying abroad, as well as the many different programs.

Overview	2
Programs Organized or Introduced by the International Center.....	4
Preparing for Studying Abroad	5
I. Information about Study Abroad	8
II. Learning of Foreign Languages	9
III. Costs for Studying Abroad	14
IV. Job Hunting After Studying Abroad	18
V. Programs Organized by Various Departments within Keio University	20
VI. Privately Financed Study Abroad	22
VII. International Exchange at Keio.....	23
I. Preparing for departure.....	24
II. Crisis Management while Abroad	28
III. After You Arrive at Your Study Abroad Destination.....	30
IV. Procedures for Returning to Keio University after Your Study Abroad.....	32



Overview

Types of Study Abroad Opportunities

There are various study abroad opportunities that you can pursue. You may want to make language acquisition your goal, take courses in a specialized field in an overseas university, or participate in a short-term programs that lasts a few weeks or long-term programs that are more than six months long. It is important that you understand the different types of opportunities available to you and choose a program that best suits your goals.

1) Objective of Study Abroad

Objective of Study Abroad can be broadly grouped into two categories:

- Improving foreign language ability;
Programs that focus on improving foreign language ability are often offered at a language school or an institution affiliated to a university. For programs offered by an affiliated institution, there may be a possibility for students to take regular courses at the university.
- Taking courses offered at overseas institutions that are related to your field of study or interest
These are mainly programs in which students study abroad at an overseas university. For most long-term programs that are longer than six months, students take regular courses with the local students. Programs that take place during summer or spring breaks are usually conducted under a specific theme.

2) Period of Study

- Short-term Study Abroad Programs (Summer/Spring)
These are programs in which students go abroad to study mainly during their summer or spring holidays. They are organized by the International Center as well as programs offered by partner universities. When participating in a short-term program, it is your responsibility to make sure that it does not interfere with your courses or research supervision at Keio University.
- Long-term Programs of Six Months or More
These are programs in which students go abroad to study during the semester for a period of six months or more. There are student exchange programs and double degree programs that are part of the Keio University study abroad system, and there are programs that students directly apply for (sign a contract) and finance themselves.

3) Study Abroad Programs at Keio University

Not all types of study abroad are approved by Keio University as Study Abroad. At Keio University, in accordance with Article 153 of the Undergraduate Faculty Rules and Regulations (*1) and Article 124 of the Graduate School Rules and Regulations (*2), in order for students to be approved for Study Abroad (“Ryugaku”), students must first submit an Application for Study Abroad (“Kokugai Ryugaku Shinseisho”), and the Faculty Board or Graduate School Committee must deem it to be educationally beneficial for them. When students have obtained approval for Study Abroad, they can apply to include the study abroad period into the total period of attendance at Keio University (maximum of one year), and the credits earned at the overseas institution can be transferred as credits needed to graduate from Keio University.

As explained above, at Keio University, in order for you to obtain approval for Study Abroad (“Ryugaku”), you must submit the designated application form to your affiliated undergraduate faculty/graduate school and gain their approval. In addition, language training abroad will not be approved as Study Abroad, so students must take a Temporary Leave of Absence in this case. If students are studying abroad while taking a Temporary Leave of Absence (“Kyugaku”) from Keio University, regardless of whether they are formally enrolled as a regular student in the overseas institution, the period spent overseas will not be included in the total period of attendance at Keio University. Furthermore, credits earned while on a Temporary Leave of Absence (Kyugaku) from Keio University will not be approved as credits for Keio University.

*1

- ① If Keio University deems that studying abroad will be educationally beneficial for the student, the student may be permitted to study abroad without having to take a Temporary Leave of Absence.
- ② The study abroad period that can be included in the total period of attendance at Keio University is a maximum of one year.

- ③ A maximum of 30 credits earned during the study abroad period can be transferred as credits needed to graduate from Keio University. However, for the Faculty of Economics, Faculty of Policy Management, Faculty of Environment and Information Studies, and Faculty of Nursing and Medical Care, a maximum of 60 credits earned at another university or equivalent research and education institution, etc. can be transferred as credits needed to graduate from Keio University.
- ④ Separate to Item 1 of this Article, if the student is studying abroad under a combined degree program between Keio University and another institution, such as a double degree program, Keio University may permit the student to take courses at the overseas institution while being enrolled at Keio University.
- ⑤ Detailed rules of these Regulations regarding study abroad shall be stipulated separately.

*2

- ① If the Graduate School Committee deems that studying abroad will be educationally beneficial for the student, the university may permit the student to study abroad without having to take a Temporary Leave of Absence.
- ② The study abroad period that can be included in the total period of attendance at Keio University is a maximum of one year. However, for doctoral students in the Graduate School of Medicine or who are Pharmacy majors in the Graduate School of Pharmaceutical Sciences, the maximum period that can be included in the total period of attendance at Keio University may be two years.
- ③ A maximum of 10 credits earned during the study abroad period can be transferred as credits needed to complete a degree at Keio University.
- ④ Detailed rules of these Regulations regarding study abroad shall be stipulated separately.

Programs Organized or Introduced by the International Center

Programs which Keio University International Center organizes or introduces are listed below. There are also programs organized by Undergraduate Faculties and Graduate Schools.

1) Short-term Study Abroad Programs (Summer/Spring)

Keio University International Center organizes short-term programs during summer holidays and spring holidays. Participants can deepen their understanding of the topic set on each programs through lectures and discussion. It enables them to experience the study in overseas university. For those who want to utilize their summer or spring holidays and experience studying abroad, or for those who want to improve their foreign language ability, it may be worthwhile participating in this program.

2) Yonsei-Keio-Rikkyo-Fudan Leadership Forum

Participants stay together at the same accommodation and while interspersing sightseeing trips to nearby attractions, this program aims to facilitate exchange and deepen understanding of East Asia through discussions and lectures on issues in the East Asian region centered on Japan, China, and Korea. This is a student-led program in which students are actively involved in developing the program.

3) Short-term Programs Organized by partner institutions

Many partner institutions of Keio University offer short-term programs that range from a few weeks to a few months in length. Some of them provides discounts if the application is made through Keio University. When participating in a short-term program, it is your responsibility to make sure that it does not interfere with your courses or research activities at Keio University.

https://www.ic.keio.ac.jp/keio_student/short_prog_external/

4) Student Exchange Program (Outbound)

The Keio University Student Exchange Program (Outbound) is a study abroad program based on university-wide exchange agreements between Keio University and overseas institutions. For this program, Keio University and its partner institutions aim to instill in their students an international understanding and a broad perspective by offering the opportunity to experience university life in a foreign country for one academic year. Credits attained during the study abroad period may be transferrable to be used towards graduation or completion of courses.

5) Privately Financed Study Abroad

At Keio University, studying abroad on programs that are not run by Keio—where primarily students apply directly and the tuition or program participation fees must be paid to the overseas university or organizing bodies—is called “privately financed study abroad.” There are various methods and programs for privately financed study abroad. Any matters related to these programs such as entering into contracts with the organizing bodies must be done by the student based on their own judgement and responsibility.

Preparing for Studying Abroad

1) Study Abroad Road Map

Prior planning and sufficient preparation is important if you are thinking about studying abroad. Check the timeline to confirm what needs to be done by when.

▼ If you decide that you want to study abroad		
Step1	Plan your university life, taking into consideration the possibility of studying abroad	Firstly, plan your university life. From among the things you need to consider, including course work, extracurricular activities, acquisition of qualifications, and career mapping, think about the timing and how to integrate study abroad by prioritizing what you need to do and when.
Step2	Gathering information	Students who are unsure of where to start should consult a staff member in charge of international affairs on each campus. They are there to give advice to students who are planning to study abroad. The study abroad fair is also held every June, and the International Center website provides student reports on their study abroad experiences and information on scholarships.
Step3	- Clarifying your Motives and Goals - Making Detailed Plans for Studying Abroad	If you have the desire to study abroad, you must first clarify your motives and goals. There are many ways in which you can study abroad. The more specific your motives and goals are, the greater the chance of having a successful study abroad experience. Collect information by comparing websites of several different universities, talking to people who have studied abroad, etc. Based on the information you have collected, choose the type of study abroad that best suits your plans and objectives. Try to be open-minded and consider your options from a range of perspectives. Many universities offer classes in English. Instead of choosing a university in an English-speaking country just because you want to study in English, students should also consider other aspects such as whether the university conducts active research in the area of your interest, the style of classes offered, and the scale of the university.
▼ Around six months to one year prior to departure		
Step4	Taking language proficiency tests	Prepare well by reading the application guidelines for the study abroad program you are interested in. In most of the long-term study abroad programs, students are required to take the language proficiency test and have the minimum GPA set by the study abroad university. Some of the tests are held only a few times in the year. Preparation is part of the study abroad experience, so in order to study at the overseas institution of your choice, you need to be thorough and ready in terms of showing consistency in academic performance, improving foreign language proficiency, and obtaining good results in achievement test.
Step5	Application	After you have decided which program you would like to participate in, the next step is applying. Prepare all the necessary documents and submit them by the deadline. The selection process (document screening and/or interviews) varies depending on the program. For some programs, such as the student exchange program, an internal screening will also be conducted. Students who are applying for a scholarship must also make sure to apply before the deadline.
▼ Around six months prior to departure to just before leaving Japan		
Step6	Preparation	When you pass the selection process, you will need to start making more specific plans. The main outline is given below, but beware that each procedure takes longer than you think so try to prepare ahead.

		e.g. Internal procedures, securing accommodation, visa applications, arranging ticket flights, and joining insurance plans
▼Departure		
Step7	Study abroad life	Most students say that time flew by so fast when they were studying abroad. Take care of your health while engaging in daily studies and activities. It is important to always be aware of your motives for studying abroad and try and find ways to deal with stress.
▼After returning to Japan		
Step8	Reflection	After you have completed the program, reflect on your experiences to determine whether you have fulfilled your objectives and goals and how you would like to make use of your experiences in terms of job hunting and career choice. By doing so, you will be able to make the most out of your study abroad experiences beyond university. Writing a report or telling you experience to your friends is also a good way. In addition, make sure to go through the procedures for returning to Keio University.

● Clarifying your Motives and Goals

There are many ways in which you can study abroad. Why do you want to study abroad, and how will this experience be useful for your future? These are some questions you must ask yourself in order to clarify your motives and goals and understand the situation you are in. The more specific your motives and goals are, the greater the chance of having a successful study abroad experience. Firstly, ask yourself the following questions which may assist you in getting a clearer idea of which country, region, and method of study abroad is best for you. Make sure to talk about it with your family as well.

Why?: Why do you want to study abroad? What are your fields of interest?

What do you want to gain from this experience?

How?: Student Exchange? Double-Degree? Privately Financed Study? Short-term language training?

When?: Short-term Study Abroad Program at freshmen? Long-term Study Abroad Program after sophomore?

How much?: How much is the living cost? When should students apply to the Scholarships?

Where?: Which Country/Region/University do you wish to go?

● Making Detailed Plans for Studying Abroad

When your motives and goals become clearer, the next step is making detailed plans. Based on your motives and goals of your study abroad and the information you gathered, choose the type of study abroad. Research the application guidelines and the necessary qualifications and make your schedule.

When making your plans for study abroad write as much detailed schedule as possible by counting backwards from when you want to start your study abroad. Please be aware that some of the tests are held only a few times in the year. Most of the students sit for TOEFL iBT or IELTS several times. Preparing for studying abroad usually takes at least 12 to 18 months from the time you make your decision (about 3-6 months for short-term language training abroad).

For those who plan to participate in programs that focus on improving foreign language ability, it is important to collect and compare information regarding the country/region you are studying abroad in, the objective of the program, and class hours and cost, and to find a program that is best suited to your goals and requirements. When collecting information, try not to rely too much on information that has been prepared in Japanese by a third party, but also look at brochures and websites prepared by the institution you are interested in.

For those who plan to participate in programs that focus on taking courses offered at overseas institutions that are related to your field of study or interest, Make sure you research thoroughly using websites and other resources when choosing your study abroad destination and make a decision after comparing several different options. Universities that are well-known in Japan are not necessarily the best choice for you. It is important to make your decision based on what kinds of courses are available, class styles, etc., and whether the institution matches your motives and goals. Student reports on the International Center website may also be helpful. Most of the institutions has their own GPA and language requirements. Preparation is part of the study abroad experience, so in order to study at the overseas institution of your choice, you need to be thorough and ready in terms of showing consistency in academic performance, improving foreign language proficiency, and obtaining good results in achievement test.

Preparing for studying abroad usually takes at least 12 to 18 months from the time you make your decision (about 3-6 months for short-term language training abroad). Once you decide to study abroad, try to start preparing for it as soon as possible. The academic year and term/semester system is different depending on the country and university. Research these facts beforehand, and prepare a schedule by counting backwards from when you want to start your study abroad. Preparation is part of the study abroad experience, so in order to study at the overseas institution of your choice, you need to be thorough and ready in terms of showing consistency in academic performance, improving foreign language proficiency, and obtaining good results in achievement test.

I. Information about Study Abroad

● The Keio Study Abroad Fair

The International Center holds the Keio Study Abroad Fair every June. The fair aims to provide information about study abroad to as many Keio students as possible to allow them to familiarize themselves with the idea of studying overseas and start making plans for a study abroad experience as early as possible. We urge all those interested in Study Abroad—including the exchange programs—to attend.

● Study Abroad Sessions

The International Center regularly organizes study abroad sessions that provide information on student exchange programs, short-term programs, etc., and occasionally staff members from partner institutions are there to introduce their university and available programs. Make sure to regularly check the International Center website for information on the study abroad sessions.

● Study Abroad Report

These are reports written by students about their experiences studying at Keio's partner institutions around the world. For Study Report I, reports were written within two months of arriving in the host country, about the preparation involved and their life abroad. Reports for Study Report II were written after returning to Japan about their overall experiences. Students can read them to get a basic understanding of what studying abroad is like and use them for selecting which university to go to.

These reports are based on personal experiences, so certain programs or the curriculum may have changed. It is the responsibility of each student to check the latest information.

https://www.ic.keio.ac.jp/keio_student/report/report_f.html

● Websites with Information about Study Abroad

We recommend that you prepare for your study abroad by regularly checking the links below and websites of the embassies of countries you are interested in.

-Keio University International Center Website

On this website new information and updates about study abroad, student exchange program, and more will be posted daily, so please check the website regularly.

<https://www.ic.keio.ac.jp/>

-Japan Student Services Organization (JASSO) Website

On this website a variety of useful information about studying abroad is posted, including information by country/region, overseas universities and graduate schools, foreign language studies, scholarship information, and more.

<https://ryugaku.jasso.go.jp/> (Japanese language only)

II. Learning of Foreign Languages

Language Proficiency Tests

1) TOEFL (Test of English as a Foreign Language)

The TOEFL is a test that measures non-native English speakers' ability to communicate in English. Most educational institutions, including universities, in English-speaking countries use the TOEFL test score as a standard measure for English language proficiency and is also one of the language test requirements for the application process to the Keio University Student Exchange Programs (Outbound). The TOEFL's iBT (Internet-Based Test) is the test administered in Japan, and it consists of four components: listening, reading, speaking, and writing skills. Results for each component and the total score (0-120 points) is given. TOEFL test scores are valid for two years from the day of the examination. Make sure that your TOEFL test score is still valid when you are preparing your application for study abroad. Please note that only the Test Date Score is valid for TOEFL iBT. My Best Score is NOT evaluated. Also, the TOEFL iBT score cannot be used to support a Tier 4 (General) student visa application for the UK as the English language requirement in most cases

Official information on TOEFL

ETS (Educational Testing Service): <https://www.ets.org/toefl>

ETS Japan <https://www.etsjapan.jp/>

2) IELTS (International English Language Testing System)

Most higher educational institutions in the UK, Australia, Canada, and New Zealand accept IELTS as evidence of English language proficiency for students looking to study abroad, and there is an increasing number of educational institutions in the US that use IELTS to help them make admissions decisions. It is also one of the language test requirements for the application process to the Keio University Student Exchange Programs (Outbound). The test consists of four components: reading, listening, speaking, and writing, and examinees are graded on their performance using scores from 1 (Non User) to 9 (Expert User) for each part of the test. The results from the four parts are then averaged to produce an Overall Band Score. IELTS test scores are valid for two years from the day of the examination. Make sure that your IELTS test score is still valid when you are preparing your application for study abroad.

Official information on IELTS

- IELTS official website: <https://www.ielts.org/>
- Eiken Foundation of Japan: <https://www.eiken.or.jp/ielts/en/>
- Japan Study Abroad Foundation: <https://www.jsaf-ieltsjapan.com/>
- BRITISH COUNCIL: <https://www.britishcouncil.jp/en/exam/ielts-uk-visa-immigration>
- UK PLUS/ Berkeley House: <https://berkeleyhouse.co.jp/ieltestestcentre/>

***Language proficiency tests for studying in the UK**

Please note that the TOEFL iBT score cannot be used to support a Tier 4 (General) student visa application for the UK as the English language requirement in most cases. If you are thinking about studying abroad in the UK, make sure to take the prescribed test and meet the score requirement.

<https://www.gov.uk/tier-4-general-visa/knowledge-of-english>

You must check for yourself whether you need to obtain a student visa in order to participate in the study abroad program, and if you do need a visa, what kind of documents are required for the application process. Visa requirements may change without notice, so make sure to regularly check the UK Home Office website or via other means for the latest information.

- UK Home Office “Tier4 (General) student visa”:

<https://www.gov.uk/tier-4-general-visa>

3) Other Tests for Language Proficiency

Indonesian	Ujian Kemampuan Berbahasa Indonesia	Himpunan Penyelenggara Ujian Bahasa Indonesia Tel. 03-3438-4790 https://www.i-kentei.com/
Korean	Test of Proficiency in Korean (TOPIK)	The Korea Educational Foundation Tel. 03-5419-9171 https://www.kref.or.jp
	<i>Hanguru Nōryokukentei Shiken</i>	<i>Hanguru Nōryokukentei Kyōkai</i> Tel. 03-5858-9101 https://www.hangul.or.jp
	Korean Language Ability Test (KLAT)	https://www.kets.or.kr/
Chinese	HSK	Japan committee for HSK Tel. 03-3268-6601 https://www.hskj.jp/
	<i>Chūgoku Kentei Shiken</i>	The Society for Testing Chinese Proficiency Japan Tel. 03-5846-9751 https://www.chuken.gr.jp/
	Test of Chinese as a Foreign Language (TOCFL)	TOCFL Japan Office https://tocfl.jp/index.html https://tocfl.edu.tw/
French	DELFDALF	Center national DELFDALF Japon Institut français du Japon – Kansai / Osaka Tel. 06-6358-7391 https://www.delfdalf.jp
	Diplome d’Aptitude Pratique au Français	Association pour la Promotion de l’Enseignement du Français au Japon Futsuken Office Tel. 03-3230-1603 https://apefdapf.org/
	Test de Connaissance du Français (TCF)	Institut français du Japon-Tokyo Tel. 03-5206-2500 https://www.institutfrancais.jp/tokyo/ TCF can also be taken at the SFC campus (for all Keio students). https://french.sfc.keio.ac.jp/home/
German	Goethe-Zertifikat	Goethe Institut Tokyo Tel. 03-3584-3201 https://www.goethe.de/ins/jp/ja/sta/tok/prf.html
	TestDaf	
	Diplom Deutsch in Japan	Gesellschaft Zur Förderung Der Germanistik in Japan Tel. 03-3813-0596 https://www.dokken.or.jp
	Oesterreichisches Sprachdiplom Deutsch (OeSD)	ösd Kanto Office Tel. 03-3717-2544 https://www.flc.kyushu-u.ac.jp/~de/oesd/
Greek	Certificate of Attainment in Greek	Japan examination center Tel. 03-6459-2220
Italian	CILS	Istituto Italiano di Cultura Tel. 03-3264-6011 https://www.iictokyo.esteri.it/iic_tokyo
	Italiano: Prova di Abilità Linguistica	Associazione Linguistica Italiana Tel. 03-5428-5630 https://www.iken.gr.jp
Russian	Test of Russian as a Foreign	Japan Cultural Association Tel. 03-3353-6980 https://taibunkyo.jp/
	<i>Roshiago Nōryokukentei Shiken</i>	<i>Roshiago Nōryokukentei Shiken Jikkō Iinkai</i> Tel. 03-3425-4011 https://www.tokyorus.ac.jp/kentei/index.html
Spanish	DELE	Instituto Cervantes en Tokio Tel. 03-5210-1800 https://tokio.cervantes.es/es/diplomas_espanol/informacion_diplomas.htm
	<i>Evaluación Oficial del Conocimiento de la Lengua Española</i>	Casa de España Seiken Office Tel. 03-3353-0428 https://www.casa-esp.com/

4) Common European Framework of Reference for Languages (CEFR)

The CEFR, which is used widely in Europe, is a framework that describes the language ability of learners of a foreign language and is also a reference for what learners need to achieve at different levels. The chart below is a useful reference if the overseas institution does not specify the TOEFL or IELTS test scores, but instead specifies that students need a language proficiency of “B2” etc.

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken Interaction	Spoken Production	Writing
A1	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can use simple phrases and sentences to describe where I live and people I know.	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.
A2	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.
B1	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programs on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.
B2	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programs. I can understand the majority of films in standard dialect.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.
C1	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly. I can understand television programs and films without too much effort.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialized articles and longer technical instructions, even when they do not relate to my field.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skillfully to those of other speakers.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.
C2	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialized articles and literary works.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

Achievement Tests

If you are planning to earn a degree from a university or institution in the US or Canada, you may be asked to submit test scores for the following achievement tests.

- 1) SAT (Scholastic Assessment Test): for those who wish to enter a US university at the undergraduate level
There are two types of tests: Reasoning Test and Subject Tests. The English level required for the Reasoning Test is significantly higher than that for the TOEFL test.
- 2) GRE (General Record Examination): for those who wish to enter a US or Canadian university at the graduate level
The GRE is a set of General and Subject Tests. The General Test is compulsory and is divided into three sections: Verbal, Quantitative (Math), and Analytical Writing. The university will specify which subjects to take for the Subject Tests.
- 3) GMAT (Graduate Management Admission Test): for those who wish to enter a business school in the US or Canada
The GMAT measures whether the student, after entering the business school, will be able to keep up with the coursework. This computer-adaptive test is comprised of four sections: Verbal (English), Quantitative (mathematics), AWA (writing), and Integrated Reasoning. The test is designed to assess logical reasoning ability, and getting a high score for the Verbal section is particularly challenging.
- 4) LSAT (Law School Admission Test): for those who wish to enter a Law School (J.D. Program) in the US or Canada
This standardized test is administered to people who wish to enter a law school (graduate program specializing in law) but their undergraduate major was in a subject other than law.

III. Costs for Studying Abroad

1. Costs for Studying Abroad

The costs for studying abroad varies by country/region and program, but below is a general outline of the types of fees and expenses that will occur. In general, please allow for an amount in the range of 1,500,000 and 2,500,000 yen excluding tuition fee and other academic fees. When making your preparations, make sure to consult your financial guarantor. Refer to the websites of the study abroad program or the overseas institutions, see the list “Information about Study Abroad” and for student exchange programs, **student reports** on the International Center website may also be helpful.

Tuition and participation fee	<ul style="list-style-type: none">• If you are an outbound exchange student, you must pay the tuition fees for Keio University and not the partner institution you will be doing your study abroad at. If you are planning to take language courses, etc. before the exchange program, please be aware that you may be required to pay a separate fee.• If you are financing your own study abroad, you will be required to pay a program fee on top of the tuition fees at the overseas institution, and you may be exempt from paying tuition
Books and course material fee	This includes purchasing textbooks, making photocopies, etc.
Living and food expenses	<ul style="list-style-type: none">• This includes accommodation fees for dormitories, apartment rooms, homestays, etc. Students on student exchange programs are usually offered dormitory rooms, but at some institutions students may not be able to get dormitory accommodation.• Some dormitories include food expenses.
Communication and transportation expenses	This includes communication costs such as mobile phone contracts, transportation expenses, and travelling expenses during holidays.
Airfare	Fares will vary depending on the type of flight (direct/indirect), the season, and distance.
Travel insurance	<ul style="list-style-type: none">• When confronted with unforeseen circumstances such as accidents or you become severely or injured while overseas, students may incur a huge medical or emergency bill that is considerably more expensive than in Japan. To plan for such unforeseen events, students must purchase overseas travel insurance that will cover all activities that the student will engage in while abroad.• All the exchange students are required to join the Keio University Overseas Travel Insurance plan and the Crisis Management Support Service.
Other fees	This includes fees for taking language proficiency tests, applying for a passport and visa, getting vaccinations, remittance fees, etc.

2. Study Abroad Scholarships

Most study abroad scholarships only take applications once a year, and as the application period and eligibility requirements are restricted, make sure that you gather information on scholarships as soon as possible.

"Benefit-type" scholarships are those which entail no obligation of repayment while "loan-type" scholarships are those requiring repayment. Most of the scholarships introduced here and other such scholarships intended to support study abroad are "benefit-type" and thus entail no obligation to repay if the study abroad is completed in line with the scholarship stipulations. If you are in receipt of scholarship payments please take measures to ensure that you strictly and politely observe the rules and deadlines of the paying body.

◆ Scholarships for study abroad for a period not in excess of one year

① Keio University Exchange Student Scholarship (Outbound) "Benefit-type"

This scholarship is awarded to students on the Keio University Exchange Program (Outbound) for which Keio University International Center conducts the application and selection process. A scholarship amount of 500,000 yen is provided to scholarship students before they depart Japan (around 30 students per year are selected).

② Japan Student Services Organization (JASSO) Student Exchange Support Program (Scholarship for Short-term Study Abroad) "Benefit-type"

This scholarship is awarded to students on the Keio University Exchange Program (Outbound) for which Keio University International Center conducts the application and selection process. The monthly scholarship amount is 60,000–100,000 yen depending on the region/country you will be studying in (around 90 students will be selected for AY2022). Study abroad programs other than above that are eligible for the scholarship will be announced by the faculties/graduate schools organizing the study abroad programs.

③ Japan Student Services Organization (JASSO) Student Exchange Support Program (Scholarship for 3 Campus East Asia Program) "Benefit-type"

This scholarship is awarded to students on 3 Campus Program. The scholarship amount is 70,000 yen/month and it is provided for 6 months (While the student is studying at Yonsei University and University of Hong Kong). A small number of students are selected each year

④ TOMODACHI Sumitomo Corporation Scholarship Program (undergraduate students only) "Benefit-type"

This scholarship is awarded to exchange students who will study in one of Keio's partner institutions in the US. Scholarship students will be given 1,800,000 yen (around one student is selected each year).

⑤ Sato Yo International Scholarship Foundation scholarship for Japanese exchange students "Benefit-type"

This scholarship is awarded to exchange students who will study in one of Keio's partner institutions in Southeast Asia. Scholarship students will be given up to 500,000 yen and 80,000 yen/month (120,000 yen for those who study in Singapore).

⑥ Bai Xian Asia Institution BXAI Asian Future Leaders Scholarship Program "Benefit-type"

This scholarship is awarded to exchange students who will study in one of the institutions that locate in China, in Bai Xian Asia Institution. Scholarship students will be given US\$12,500 and fees regarding BXAI Summer Program which students must participate after studying aboard.

⑦ Japan Student Services Organization (JASSO) scholarship loans for short-term study abroad (Category 2 Loans) "Loan-type"

This is an interest-bearing scholarship loan and is for students who will study abroad for more than three months to less than one year while being enrolled at Keio University. For students who are on a study abroad program (e.g. double degree programs) that requires more than one year to obtain a degree at the overseas institution and the degree is approved from Keio, the scholarship loan period may be extended up to two years. This scholarship loan requires advance application in which students apply before being admitted to the overseas institution.

https://www.jasso.go.jp/shogakukin/moshikomi/kaigai/2shu_short.html (Japanese language only)

⑧ Scholarships administered by designated organizations (118-Nen Mita-kai for study abroad) (undergraduate students only) "Benefit-type"

These scholarships are for Keio students who satisfy all the following criteria: they have obtained approval for Study Abroad; and they have been admitted to the overseas institution. An annual amount of 100,000 yen are granted to a small number of scholarship students every year.

⑨ Keio University 150th Anniversary Global Studies Scholarship (undergraduate students only) "Benefit-type"

This scholarship is to assist students who are motivated to study, but are otherwise not able to pursue education opportunities abroad (e.g. short-term study abroad and language training abroad) due to financial difficulties. The scholarship amounts are 100,000 yen, 200,000 yen, or 300,000 yen depending on the courses to be taken at the study abroad institution, the study abroad program, and the destination region/country. Around 60 students are

selected for the scholarship each year (including students on short-term study abroad programs organized by the International Center) each year. Keio University exchange students (outbound) are not eligible for this scholarship.

⑩ Istituto Italiano di Cultura/Italian Government Scholarships "Benefit-type"

This scholarship is based on an agreement between Istituto Italiano di Cultura and Keio University in which Keio University recommends scholarship candidates (graduate level) to study abroad in Italy's national universities or art, music, and research institutes, etc. (Please note that in some years, the scholarship may not be available due to the circumstances of the Italian government.)

https://www.ic.keio.ac.jp/keio_student/scholarship/italia.html (Japanese language only)

⑪ Scholarships offered by the study abroad university or country, etc.

Partner institutions may offer scholarships to Keio University exchange students (outbound). Please refer to the International Center's website as below for information.

https://www.ic.keio.ac.jp/keio_student/exchange/ex_partners.html

(Under Scholarship information)

For information regarding scholarships awarded by foreign governments and other organizations, please refer to the links below.

https://ryugaku.jasso.go.jp/scholarship/scholarship_foreign/

https://ryugaku.jasso.go.jp/scholarship/scholarship_foreign_ongoing/

⑫ Other scholarships

Other scholarships include the Keidanren Scholarship for Global-minded Human Resources, GYOMU SUPER Japan Dream Foundation scholarship for study abroad, Hanwa Scholarship Foundation, and Saitama Window to the World Scholarship, please refer to the link below for scholarships offered by private and other organizations.

https://www.ic.keio.ac.jp/keio_student/scholarship/ (Japanese language only)

◆ Scholarships for study abroad to facilitate long-term overseas study or obtaining a degree over periods exceeding one year

⑬ Japan Student Services Organization (JASSO) Student Exchange Support Program (Graduate Scholarship for Degree Seeking Students) "Benefit-type"

This scholarship is for students going abroad to study to obtain a master's or doctoral degree.

https://www.jasso.go.jp/ryugaku/study_a/scholarship/daigakuin/ (Japanese language only)

⑭ Japan Student Services Organization (JASSO) Scholarship loans for those wishing to study abroad (Category 2 Loans) "Loan-type"

This is an interest-bearing scholarship loan and is for students who will study at an overseas institution (at the undergraduate or graduate level). This scholarship loan requires advance application in which students apply before being admitted to the overseas institution.

https://www.jasso.go.jp/shogakukin/moshikomi/kaigai/2shu_kaigai/ (Japanese language only)

⑮ Keio University Global Fellowship "Benefit-type"

This scholarship is for students going abroad to study to obtain a master's or doctoral degree.

<https://www.keio.ac.jp/ja/news/2020/1/7/27-66491/>

⑯ Other scholarships

For more information on scholarships for students studying abroad for more than one year, refer to the links below.

There are different kinds of scholarships such as the Keidanren Ishizaka Memorial Foundation scholarship for graduate students and the Joint Japan/World Bank Graduate Scholarship Program, so check the application requirements for each scholarship.

• Scholarships provided by private organizations: https://www.ic.keio.ac.jp/keio_student/scholarship/ (Japanese language only)

•Scholarships provided by foreign governments:

https://ryugaku.jasso.go.jp/scholarship/scholarship_foreign_ongoing/

https://ryugaku.jasso.go.jp/scholarship/scholarship_foreign/

[Where to submit applications and direct inquires]

Scholarships ①, ②, ③, ④, ⑤, ⑥, ⑩ are handled by the International Exchange Services Group, Office of Student Services.

https://www.ic.keio.ac.jp/keio_student/scholarship/ (Japanese language only)

Scholarships ⑦, ⑧, ⑨, ⑭ are handled by the Office of Student Services Scholarships and Financial Assistance Group. Details of each scholarship can be found in “慶應義塾大学奨学金案内” (Handbook on scholarships at Keio University) or on the bulletin boards on your campus.

<https://www.students.keio.ac.jp/com/scholarships/intl/study-abroad.html>

Scholarships ⑬ is also handled by the Office of Student Services Scholarships and Financial Assistance Group. The details can be found from the URL as below.

https://www.ic.keio.ac.jp/keio_student/scholarship/degree.html

Scholarship ⑮ is handled by the Office of the President. For more details, contact the e-mail address as below.

kikaku-prj@adst.keio.ac.jp

Scholarships ⑪, ⑫, and ⑯ are handled in differently. Some scholarships require the students to apply through Keio University and some to apply directly to the organization. Check for information in the links above and contact the appropriate departments or organizations. However, in the case when partner institutions are awarding scholarships to Keio outbound exchange students, the Office of Student Services International Exchange Services Group will directly contact students with scholarship information after they become a candidate for the student exchange program for that specific partner university.

Information on scholarships

Besides the website above, the pamphlet on JASSO's website also offers information on scholarships. It is available for download.

Information on study abroad scholarships:

<https://ryugaku.jasso.go.jp/scholarship/> (Japanese language only)

<https://ryugaku.jasso.go.jp/publication/> (Japanese language only)

IV. Job Hunting After Studying Abroad

Job hunting for students returning from study abroad varies depending on individual circumstances (particularly the date of return to Japan), but for students who are in their fourth year in the 2022 academic year (graduating in March 2023) the following is a (likely) general flow for job hunting, so please use it as a reference. According to the guidelines of the Japan Business Federation which decides the general direction of job hunting, recruitment activities (company information sessions, etc.) will begin in March for students in their third year, and employment screening (interviews, etc.) will be June for students in their fourth year. However, this cannot be said for certain as company recruitment processes can be unpredictable and unclear (such as when interviews are held), so caution is required.

Because many students usually come back to Japan from study abroad between May and July, you may need to plan job hunting schedule differently from that of students staying in Japan. It is needless to say that you have less information if you start job hunting after studying abroad. Thus it is recommended you engage in gathering information through the Internet during study abroad.

For details on the entire job hunting process, please see the Job Hunting Guidebook (Japanese language only) which is available at the Placement and Careers section at the Office of Student Services. The Placement and Careers section also offers individual consultations, so if you have any questions please use this service. For those on the Keio University Exchange Program, travelling back to Japan during term times for job hunting purposes or cutting the study abroad period short and returning to Japan is **not** permitted under any circumstances while studying at the host university.

1. Using Employment Agencies

Registering to employment agencies is done by online application. Some of the large employment agencies hold recruiting events overseas targeted at study abroad students. In some cities in Europe and the US (such as Boston), there are also job fairs that are attended by human resources staff from various companies.

2. Visiting the Regional Mita-kai (Alumni Association)

There is much to be learned from Keio alumni who are working, for example, at local companies or overseas branches of Japanese companies, so we recommend that before departing for your study abroad you find out the contact details for the Mita-kai chapter in that area and make an effort to go.

Keio Rengo Mita-kai website: <https://www.rengomitakai.com> (Japanese language only)

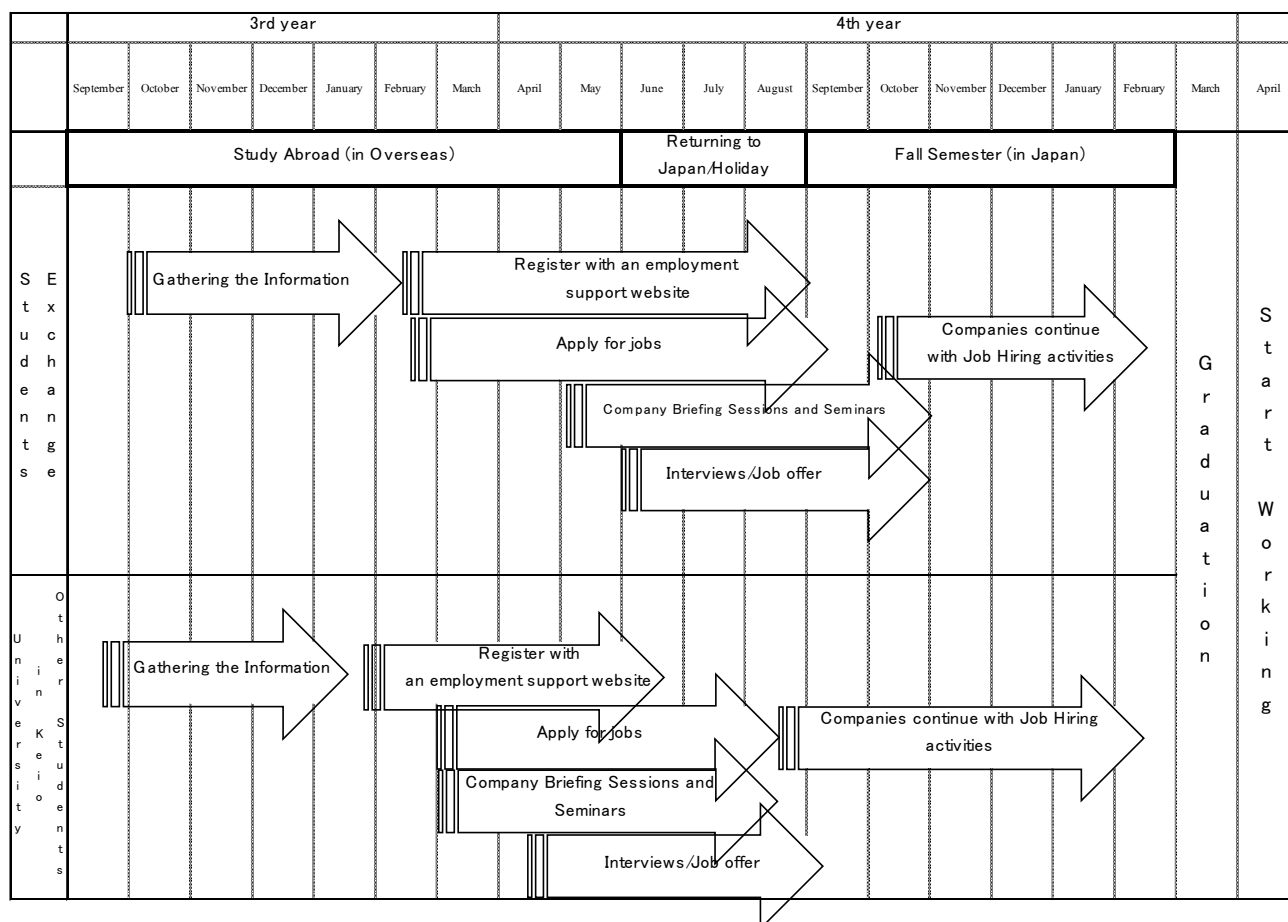
3. How to Approach Companies

Many companies publicize their vacancies on the Internet, and for most companies, request for company materials are done through the websites of employment agencies, so make full use of the Internet when requesting materials or researching companies.

If you have found the companies you would like to apply to, inform them as soon as possible of your willingness to take the recruitment examination, even while you are still abroad, and of details such as your planned date of return and wait for their instruction on how to proceed.

● Job Hunting Schedule Flowchart

This is just a general example of the sequence for job hunting, so please take into account factors such as the period and destination of your study abroad, whether you are able to graduate in September, your preferred industry and occupation, etc. Also, be aware that companies' recruitment schedule may be altered due to changes in their recruitment activities and employment situations.



(As of April 2022)

*For those who will graduate in the following academic year after returning from their study abroad, the job hunting process is the same as for regular students.

*The above is a general job hunting schedule for fourth-year students in the 2022 academic year. Please be aware that this is purely a rough estimate (particularly concerning actual screening processes such as interviews)

● Job Hunting Guide for International Students

The guidebook on JASSO's website also offers information about Job Hunting for International Students in Japan. It is available for download.

Job Hunting Guide for International Students: https://www.jasso.go.jp/en/study_j/job/guide.html

V. Programs Organized by Various Departments within Keio University

1. Programs Organized by the International Center

1) Short-term Study Abroad Programs (Summer/Spring)

For those who, before planning a long-term study abroad of one year or longer, want to utilize their summer or spring holidays and experience studying abroad, or for those who want to improve their foreign language ability, it may be worthwhile participating in a short-term study abroad program (Summer/Spring) organized by the International Center or a program organized by a partner institution. The latest information is published on the International Center website, so please follow the links below.

- Short-term Study Abroad Programs (Summer):
https://www.ic.keio.ac.jp/keio_student/short_prog/summer_prog_index.html (Japanese language only)
- Short-term Study Abroad Programs (Spring):
https://www.ic.keio.ac.jp/keio_student/short_prog/spring_prog_index.html (Japanese language only)

Short-term Study Abroad Programs (Summer)

*Due to COVID-19, short-term study abroad program (summer) in 2022 has been cancelled.

	Overview	Study Themes	Location	Schedule	Max No. of Students	Application Period	Credits	Expenses (excluding travel)
University of Notre Dame	Study at Notre Dame—a university that is famous for its prowess in sports, including American football. This program is aimed at improving English proficiency and specialist knowledge in your major field through lectures that place emphasis on US politics, society, and business and off-campus learning.	US-Japan Business, Japan & the World-Intercultural Business Communication, American Studies	USA South Bend, Chicago	From late August (2 weeks)	10-16 (for undergraduate students)	Early April	2	Approx. 430,000 yen
College of William and Mary	Study multiple aspects of American culture alongside local students at the renowned East Coast university, William & Mary, which prides itself on being the oldest university in America behind Harvard, and for producing three former US Presidents including Thomas Jefferson, who drafted the Declaration of Independence.	US History, US Society, Japan - US comparison	USA Williamsburg, Washington, D.C.	From early August (2 weeks)	25		4	Approx. 530,000 yen
University of Cambridge, Downing College	The first two weeks is for intensive language training, and for the last two weeks participants choose to take lectures from several subjects. On top of improving their English ability, participants can immerse themselves in their chosen major and broaden their knowledge.	Science, International Relations International Business (The themes are subject to change)	UK Cambridge	From early August (4 weeks)	50-62		4	Approx. 680,000 yen
Oxford University, Lincoln College	Study British history, politics, and culture through lectures and debates, theater workshops. Students would have the opportunity to visit the actual theater. Experience the Oxford-style education that has over the last 800 years produced so many great minds.	British History and Politics, Shakespeare	UK Oxford	From late August (2 weeks)	20		4	Approx. 440,000 yen

*All program fees and dates are subject to change based on the exchange rates.

*Please take into account that other expenses would be necessary in addition to the above program fees, including travel expenses, overseas travel insurance and crisis management support services, personal expenses during free time, etc.

Short-term Study Abroad Programs (Spring) *Applications Period Around October-November

	Overview	Study Themes	Location	Schedule	No. of Students	Application Period	Credits	Expenses (excluding travel)
Sciences Po (The language of instruction is English)	This program is based the lectures on politics, economics, societies, and cultures of the EU. There is also French language training and field trips to organizations related to the EU.	Politics, economics, societies, and cultures of the EU	France Paris	From late February (4 weeks)	10-20	From mid-October- late November	4	Approx. 550,000 yen
The University of Sydney	Study global business management, cross-cultural communication, and Australian culture from various perspectives at the renowned University of Sydney, Australia's the oldest university in Australia.	Global business management, Cross-cultural communication	Australia Sydney	From late February (3 weeks)	20		2	Approx. 410,000 yen
Tufts University	The goal of the program are to provide an overview of US foreign policy in East Asia and US perspectives toward Japan; promote discussion and debate in the English language; and offer an experience of lectures and discussion in leading universities in the US.	US Foreign Policy in East Asia	USA Medford	From late February (2 weeks)	10-15		4	Approx. 400,000 yen
Singapore Management University	Study in two countries--Asia's economic hub, Singapore, and another country in Asia region--to learn about solutions to social issues, its methodologies and social enterprise models. The program also offers field work related to these topics.	Social Innovation	Singapore	From late February (3 weeks)	10-15		4	Approx. 400,000 yen

*All program fees and dates are subject to change based on the exchange rates.

*Please take into account that other expenses would be necessary in addition to the above program fees, including travel expenses, overseas travel insurance and crisis management support services, personal expenses, etc.

* Due to the spread of COVID-19, the program outline, style, etc. are subject to change.

2) Yonsei-Keio-Rikkyo-Fudan Leadership Forum

Due to COVID-19, the Forum in 2022 has been cancelled.

Outline	Participants stay together at the same accommodation and while interspersing sightseeing trips to nearby attractions, this program aims to facilitate exchange and deepen understanding of East Asia through discussions and lectures on issues in the East Asian region centered on Japan, China, and Korea. This is a student-led program in which students are actively involved in developing the program.
Location	Rotates every year among the four universities (in 2019, Japan's Rikkyo University was the host and in 2021, China's Fudan University will host the forum.)
Schedule	One week from early~mid August
No. of Places Available	8
Application Period	Around April-May
Transferable Credits	None
Participation Fee	Participation and accommodation is free (In years when it is held overseas, travel expenses, overseas travel insurance and crisis management support service, and other personal expenses are to be borne by the participant)
Website	http://www.ic.keio.ac.jp/keio_student/short_prog/leadership/english_overview

2. Programs Organized by the Undergraduate Faculties and Graduate Schools

Many faculties and graduate schools also have their own international exchange programs. For more details, visit the website for the relevant faculty/graduate school or contact the person in charge.

VI. Privately Financed Study Abroad

At Keio University, studying abroad on programs that are not run by Keio—where primarily students apply directly and the tuition or program participation fees must be paid to the overseas institution or organizing bodies—is called “privately financed study abroad.” There are various methods and programs for privately financed study abroad; however the following International Center website lists privately financed study abroad programs for which Keio has signed agreements either with the organizing bodies or with the overseas institutions:

https://www.ic.keio.ac.jp/keio_student/private_prog/index.html

◆ Privately Financed Study Abroad – Direct Applications Made to the Organizing Bodies

Please direct any inquiries about these programs to the organizing bodies.

- Study Abroad Foundation (SAF)
The SAF application guidelines are available at the Office of Student Services (International) section on each campus. In addition, SAF staff periodically give free consultations and information sessions at Mita Campus, Hiyoshi Campus, and SFC. Details are given on the International Center website. The SAF Japan Office also regularly holds counseling sessions.
<http://japan.studyabroadfoundation.org/>
- University of California, Berkeley (UCB) Extension Program
https://www.ic.keio.ac.jp/keio_student/private_prog/ucb_extension.html (Japanese language only)
This program allows students to choose from a variety of extension courses or university classes. In principle, this will be a study abroad program for periods of a full semester or more.
- University of California, San Diego (UCSD) Extension Program
https://www.ic.keio.ac.jp/keio_student/short_prog_external/ucsd_extension.html (Japanese language only)
The program offers courses catering to a wide range of levels, including those focused on improving participant language skills, as well as those involving attendance at lectures in specialized fields. Short-term and long-term study abroad programs are available.

Furthermore, in 2011 J-CROSS (Japan Commission for the Regulation of Overseas Study Services) was established. J-CROSS provides a system for certifying businesses that operate in the Japanese study abroad industry to help consumers who are considering study abroad to choose the appropriate study abroad service provider.

You may also want to refer to their website.

<http://www.jcross.or.jp/english/>

VII. International Exchange at Keio

1) International Center Courses

The curriculum of the International Center Courses focuses on Japan and East/Southeast Asia as a central theme. The courses are mainly for international students from overseas and are conducted in English. As Japanese students can also take these courses, they can provide students with opportunities for international exchange through study. These classes are offered to give international students and Japanese students the opportunity to study together and it is extremely meaningful as a place for international exchange through study. Additionally, it is ideal for those considering studying abroad or wanting to improve their English communication skills, as well as those who want to delve deeper into their major field of study. These courses are for students from their second year onwards and are primarily taught at Mita Campus. The registration procedure is the same as that for regular undergraduate course registration. Students enrolled in the School of Medicine & Graduate School of Medicine and Law School are not eligible to take the International Center Courses.

For further details, refer to the course registration guides for the Faculties of Literature, Economics, Law, and Business and Commerce at Mita Campus and the following website.

Keio University International Center Courses: <https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/>

2) Keio Tomodachi Program (Buddy)

The Keio University International Center launched the Keio Tomodachi Program to give international exchange students and Keio students the opportunity to interact closely in an informal and friendly setting. In the program, students from overseas who are studying at Keio on exchange programs and Keio students form small groups (called “Buddy”) in which students socialize freely with other members. Each group will make its own plans for group activities and events, and both Keio students and exchange students are encouraged to respect each other’s opinions so that they are able to learn and gain a lot from this experience.

The program period is one semester, and International Center opens the applications from February to March for spring semester, and from August to September for fall semester every year. Please see the International Center website for applying to this program.

https://www.ic.keio.ac.jp/keio_student/oncampus/buddy_program.html

3) Short-Term Programs

- **Keio Short-Term Japanese Studies Program (KJSP)**

The Keio Short-Term Japanese Studies Program (KJSP) is a two-week intensive program for students who wish to study in Japan. The program offers a variety of courses broadly related to Japanese politics, economy, business, arts, and traditional and modern culture in addition to on-site activities where students can see and experience the things they learned in the classroom only hours before.

This program is held in February every year.

https://www.ic.keio.ac.jp/keio_student/short_prog/spring/kjsp.html

I. Preparing for departure

1. Procedures within Keio University

Check with the staff in charge of academic affairs for your faculty/graduate school whether you need to submit a certain form for your study abroad. Check in advance with the staff in charge of academic affairs for your faculty/graduate school regarding details of the procedures after returning to Japan.

1) Application for Study Abroad

You must pick up an Application for Study Abroad form “(Kokugai Ryugaku Shinseisho)” at the Academic Affairs Office of your faculty/graduate school and submit the completed form with the required documents (e.g. acceptance letter and course syllabus) to the Academic Affairs Office of your undergraduate faculty/graduate school. The academic affairs office will then instruct you to meet with your Academic Advisor (for graduate students this will depend on the graduate school). Final approval for study abroad will be determined at the Faculty Meeting, and the results will be sent by post to your guarantor. Make sure that you apply well in advance so that you can receive approval to study abroad before you need to leave Japan. Procedures may be different depending on the faculty/graduate school or campus, so please check with the staff in charge of academic affairs for your faculty/graduate school.

2) Tuition Fees while Studying Abroad

A brief outline is given below. For further information, ask the staff in charge of academic affairs for your faculty/graduate school.

- Undergraduate students

① Tuition fees for students who have obtained approval for Study Abroad (“Ryugaku”)

- a) For those newly enrolled at Keio University, the first year tuition fees must be paid in full to Keio University in accordance with the university’s basic policy that Keio students should spend the first year studying at Keio University.
- b) If the student is on a study abroad program (including double degree programs) at an institution that is in a partnership with Keio University, and the agreement specifies that tuition fees at the partner institution are waived, that student will pay the full tuition fees for Keio University.
- c) If the student is on a study abroad program (including double degree programs) at an institution that is in a partnership with Keio University, and the agreement does not specify that tuition fees at the partner institution are waived, tuition fees for Keio University for the semester(s) spent studying abroad will be subject to reduction. However, this does not apply to fees that Keio University collects by proxy such as seminar fees and student government fees.
- d) In cases other than b) or c), reduction of tuition fees, facilities fees and experiment and practical training fees will apply for the semester(s) spent studying abroad after the first enrollment year at Keio, starting from the first year of study abroad.
- e) Reduction of tuition fees will apply for a maximum period of four semesters. Although tuition fees at Keio are not subject to reduction for students on study abroad programs (including double degree programs) at an institution that is in a partnership with Keio University in which the agreement specifies that tuition fees at the partner institution are waived, the study abroad period will be handled in the same manner, and exemption from paying tuition fees at the partner institution will apply for a maximum period of four semesters.
- f) Ask the staff in charge of academic affairs for your faculty regarding procedures for tuition reduction.

② Tuition fees for students who are studying abroad on a Temporary Leave of Absence (“Kyugaku”)

Reduction of tuition fees, facilities fees and experiment and practical training fees will apply while the student is on a Temporary Leave of Absence.

- Graduate students

① Tuition fees for students who have obtained approval for Study Abroad (“Ryugaku”)

- a) If the student is on a study abroad program (including double degree programs) at an institution that is in a partnership with Keio University, and the agreement specifies that tuition fees at the partner institution are waived, that student will pay the full tuition fees for Keio University.
- b) If the student is on a study abroad program (including double degree programs) at an institution that is in a partnership with Keio University, and the agreement does not specify that tuition fees at the partner institution are waived, tuition fees for Keio University for the semester(s) spent studying abroad will be subject to reduction (maximum of two semesters). However, this does not apply to fees that Keio University collects by proxy such as seminar fees, student government fees, and student health insurance union fees.
- c) In cases other than a) or b), reduction of tuition fees, facilities fees and experiment and practical training fees will apply for the semester(s) studying abroad. Reduction of tuition fees will apply for a maximum period of six semesters. Although tuition fees at Keio are not subject to reduction for students on study abroad programs (including double degree programs) at an institution that is in a partnership with Keio University in which the agreement specifies that tuition fees at the partner institution are waived, the study abroad period will still be handled in the same manner, and exemption from paying tuition fees at the partner institution will apply for a maximum period of six semesters.
- d) Ask the staff in charge of academic affairs for your graduate school regarding procedures for tuition reduction.

② Tuition fees for students who are studying abroad on a Temporary Leave of Absence (“Kyugaku”)

Reduction of tuition fees facilities fees and experiment and practical training fees will apply while the student is on a Temporary Leave of Absence.

3) Application for Transfer of Credits

When students who have obtained approval for study abroad as prescribed in Article 153 of the Keio University Undergraduate Faculty Rules and Regulations and Article 124 of the Keio University Graduate School Rules and Regulations, go overseas to study, credits earned at the overseas institution—up to 30 credits for the undergraduate level (60 credits for the faculties of Economics, Policy Management, Environment and Information Studies, and Nursing and Medical Care) and up to 10 credits for the graduate level—may be transferred and counted toward credits required for graduation/completion of your degree at Keio University.

Upon application, up to one year of study abroad can be counted as the enrollment period at Keio University. However, for doctoral students in the Graduate School of Medicine or who are Pharmacy majors in the Graduate School of Pharmaceutical Sciences, up to two years of study abroad can be counted as the enrollment period at Keio University.

For details, ask the staff in charge of academic affairs for your faculty/graduate school before you go abroad.

Refer to the chart below regarding application for the transfer of credits.

▼ After the decision to study abroad is finalized	
STEP1	Meet with your Academic Advisor. If you wish to transfer credits back to Keio, the number of transferrable credits for the courses you took abroad will be determined after you return to Japan. However, before you go abroad, you need to submit to the Academic Affairs Office of your faculty/graduate school the Application for Study Abroad form along with materials on the courses you wish to take while abroad. Before you consult your Academic Advisor, make sure you first thoroughly research the courses available at the overseas institution.
▼ While studying abroad	
STEP2	Keeping documents related to classes Keep all the necessary documents for applying for transfer of credits, such as syllabi, course descriptions, class notes, etc.
▼ After studying abroad	
STEP3	Submit an Application for the Transfer of Credits to the staff in charge of academic affairs for your faculty/graduate school. Submit the necessary documents from the institution you studied abroad at such as academic transcripts, syllabi, course descriptions, and class notes. *You may need to set a meeting with your Academic Advisor.
STEP4	Approval at the Faculty Meeting
STEP5	Courses and number of credits approved for transfer of credits *You may also be permitted to advance to the next year.

4) Course Registration, Advancing to the Next Year, and Graduation

Matters regarding course registration, advancing to the next year, and graduation are handled differently based on the rules and regulations of the faculty/graduate school you belong to, your grades, and which courses you have registered. After reading the course registration guidelines of your faculty/graduate school regarding how these matters are handled if you study abroad, make sure to ask a staff member in charge of academic affairs, your Academic Advisor before you go abroad.

Depending on the timing of your return to Japan, you might not be able to advance to next year and graduate at the timing you planned to. Make sure to check in advance with the staff in charge of academic affairs for your faculty/graduate school.

◆ Procedures for Returning to Keio University after Your Study Abroad

After returning to Japan from studying abroad, make sure you complete the following procedures immediately. Check in advance with the staff in charge of academic affairs for your faculty/graduate school regarding details of the procedures.

- 1) Submit a Notice of Returning to Study (“Shugaku Todoke”) (renew your student ID card)
- 2) Complete the online course registration (whether you can take your preferred courses will depend on the timing of your return to Japan)
- 3) Apply for transfer of credits (not mandatory for some faculties/graduate schools)

2. Applying for Accommodation (Dormitories, apartment rooms, homestays, etc.)

Check the application procedures and make sure to give yourself ample time to apply. In some cases, students are selected on a first-come, first-served basis. If a deposit is required, check the payment method and pay by the deadline. Beware that your application will be cancelled if you do not make the deadline.

3. Applying for a visa

You will need a student visa to enter the country. Documents required for visa applications differ from country to country, and the method for applying and receiving visas also vary. Inquire directly to embassies/consulates in Japan for required documents and details on how to apply. The time needed from the time of application to receiving the visa also varies by country. In some cases, it may take more than a month, so try to apply as early as possible.

4. Arranging flight tickets

Check the schedule of your host institution and arrange your flights accordingly. For safety reasons, try to avoid flights that arrive at nighttime. If this is unavoidable, we recommend that you arrange accommodation for that evening close to the airport. It is also not safe to arrive at night and take late night trains and buses with luggage. Depending on the date of arrival, some institutions organize airport pickup services.

5. Overseas Travel Insurance and Crisis Management while Abroad

When confronted with unforeseen circumstances such as accidents or you become severely ill or injured while overseas, you may incur a huge medical or emergency bill that is considerably more expensive than in Japan. To plan for such unforeseen events, you must purchase overseas travel insurance that will cover all activities that you will engage in while abroad. Students on the Keio University Student Exchange Program (Outbound) are required to join the Keio University Overseas Travel Insurance plan and the Crisis Management Support Service. In general, overseas travel insurance covers death by injury or illness, physical impediments, medical expenses, damage and liability, search and rescue, loss or damage to baggage, etc. There are also special policies that allow coverages not included in the plan, such as dental treatment, to be added separately, so make sure you read the insurance contract carefully. For some countries or overseas institutions, you may be required to join a specific insurance plan, or depending on the country, you may be obligated to join a health insurance policy similar to the national health insurance in Japan. In some cases, upon showing the insurance plan you purchased in Japan, you may be able to apply for exemption from joining the insurance plan specified by the overseas institution, so we advise you to check with the institution. If exemption is not approved, please join both insurance plans in Japan and abroad. Ensure you do not panic if an accident does occur, make sure you leave the contact details of the insurance company at your home in Japan, as well as find out in advance the contact details such as telephone number of the insurance company's branch in the country/region where you will be studying and whether the staff there understand Japanese. Even if you are going on a trip and will be temporarily absent from your dormitory or student housing or you are moving, you must notify the relevant people.

II. Crisis Management while Abroad

1) Emergency Contact Information

While you are abroad, you must make sure to leave your emergency contact information (e.g. telephone number and e-mail address) with your family, acquaintances in both Japan/your home country and the country you are studying in, and institution staff (in Japan and overseas). Even if you are going on a trip and will be temporarily absent from your dormitory or student housing or you are moving, you must notify the relevant people. Make sure to keep emergency numbers (e.g. ambulance and police) and local contact numbers for your insurance companies on hand at all times.

2) Crisis Management and Health Maintenance while Abroad

While overseas, you need to manage crisis situations and your health in a different way than when you are in Japan. Make sure to look up related information and research it thoroughly before leaving Japan. We strongly recommend that you join an insurance plan and prepare yourself in case of an emergency.

There are also services offered by the Ministry of Foreign Affairs to Japanese nationals who are staying or residing overseas, so make sure you register for these services.

Crisis Management

To protect yourself from pickpockets, luggage theft, and threats of kidnapping, blackmail, and terrorism, make sure to follow the news and check the Travel Information page on the Ministry of Foreign Affairs website regarding the latest security information, threats of terrorist attacks, political situation, crime trends and methods, etc.

- Do not act under the same intuition as you do in Japan.
- Have the awareness that you are the only person who can protect yourself from danger.
- Always have emergency numbers on hand (e.g. the local embassy/consulate and emergency numbers for your university).
- Familiarize yourself with emergency numbers (police, medical, and fire) in the country.
- Never go into or near areas that are politically unstable or unsafe. Try to avoid being out alone at night as much as possible. Do not go into or near areas that locals avoid.
- Do not carry large amounts of cash or valuables with you.
- Do not easily trust strangers, even if they are from your home country.
- Do not talk about politics, specific countries and races, religion, customs, and culture loudly in public.
- Never take drugs, such as stimulants. Do not agree to look after or carry luggage of a stranger or anyone you do not know well.
- If you are caught up in trouble, consult your embassy/consulate, the local police, etc.
- Keep a copy or note down numbers of your passport, credit card, flight ticket, travel insurance, etc.

Health Management

Try to research beforehand the climate and the latest information on the medical situation and infectious diseases in the destination country and what to do to avoid getting infected.

- Confirm the location of medical institutions/hospitals close to where you will be staying.
- Get travel vaccinations for diseases you are at risk of in the destination country.
- If you have pre-existing medical conditions or chronic health issues, have a medical report prepared in the language of the destination country. Be sure to take an adequate supply of prescription medication for the duration of your study abroad.
- Be sure to eat adequately, and be careful when drinking tap water or when eating raw foods or vegetables.
- Take non-prescriptive medication you are likely to use whilst abroad.
- If you are stressed, talk to your family, friends, a counselor at Keio's Student Counseling Room, a student counsellor at the overseas institution, etc.

3) Websites on Crisis Management and Health Management

- Ministry of Foreign Affairs, Overseas Safety HP: <https://www.anzen.mofa.go.jp/> (Japanese language only)
- Ministry of Foreign Affairs, Overseas safety pamphlet: <https://www.anzen.mofa.go.jp/pamph/pdf/toranomaki.pdf> (Japanese language only)
- Japanese International Cooperation Agency, Countries & Regions (information on living conditions by country): <https://www.jica.go.jp/english/countries/index.html>
- Ministry of Foreign Affairs, Medical situation around the world: <https://www.mofa.go.jp/mofaj/toko/medi/index.html> (Japanese language only)
- Quarantine Information Office, Ministry of Health, Labour and Welfare FORTH: <https://www.forth.go.jp/index.html> (Japanese language only)
- National Institute of Infectious Diseases: <http://www.nih.go.jp/niid/en/>
- National Center for Global Health and Medicine, Disease Control & Prevention Center: <https://dcc.ncgm.go.jp/>
- World Health Organization (WHO): <http://www.who.int/en/>

Overseas Residential Registration

Japanese nationals who intend to stay or reside in a foreign country must register the details of their stay using one of the following services provided by the Ministry of Foreign Affairs.

- Registration to “Tabireg” by the Ministry of Foreign Affairs (service for travelers staying at their destination country for less than 3 months)

<https://www.ezairyu.mofa.go.jp/tabireg/> (Japanese language only)

- ORR net: online registration system for Overseas Residential Registration (service for travelers staying at their destination country for more than 3 months)

<https://www.ezairyu.mofa.go.jp/RRnet/index.html> (Japanese language only)

III. After You Arrive at Your Study Abroad Destination

1) Overseas Residential Registration (For Japanese national)

According to Article 16 of the Passport Act, Japanese nationals who intend to stay or reside in a foreign country for more than three months are required to complete the Overseas Residential Registration at a Japanese embassy or consulate. As soon as you arrive in the country, you must swiftly submit one at the nearest embassy or consulate so you will have legal protection (including confirming your safety) as a Japanese national residing overseas, in the event of an emergency such as a terrorist attack.

- Registration to “Tabireg” by the Ministry of Foreign Affairs (service aimed at travelers staying at their destination country for less than 3 months)

<https://www.ezairyu.mofa.go.jp/index.html> (Japanese language only)

- ORR net: online registration system for Overseas Residential Registration (service for travelers staying at their destination country for more than 3 months)

<https://www.ezairyu.mofa.go.jp/RRnet/> (Japanese language only)

2) Appointment with an International Student Advisor

The role of international student advisors differ depending on the university, but in general, they are there to advise international students on the law and their responsibilities and what they need to do and know to ensure a better study abroad experience. While studying abroad, we recommend that you visit their office to introduce yourself, as they can support you in various ways throughout your time there.

3) Participating in Orientations

If the study abroad institution is holding an orientation for international or new students, we suggest that you participate even if attendance is not compulsory. These orientations will provide you with a vast amount of useful information on institutional matters, including a general explanation of the institution, student registration, and how to register courses, and on how to transition smoothly into student life at that university. In particular, orientations for international students are a great opportunity to not only get specific information that you cannot acquire anywhere else but also make friends and acquaintances.

✧ Plagiarism

Plagiarism means taking the work (ideas and concepts) of others, and without the author’s consent, presenting them as yours. It is a criminal act and if committed, you will not only fail that course or all the courses taken during that semester, but you may also receive a more severe punishment. If you are using other sources (papers, journals, newspapers, etc.) in your paper, you need to give credit to the source and cite where exactly the information was taken from. Furthermore, do not make incorrect citations (falsification). The following are examples of plagiarism.

1) Copying whole passages from a paper, book, newspapers, etc.

2) Copying and pasting information from the internet

3) Copying papers written by someone else (friends or senior students)

4) Copying the work of others as in the above example, but changing parts to make it look like it is your original work.

✧ Culture Shock

Whilst abroad, by being exposed to a different culture and language, everything you know or have acquired until now may seem unnecessary or irrelevant, and you may experience a culture shock. Culture shock manifests itself in various forms but some symptoms can be anxiety toward the future, eating disorders, depression, and fatigue. If you feel that you may be experiencing culture shock, here are some of the signs to look out for.

1) Main symptoms

- ① You feel isolated, frustrated, or nervous.
- ② You become severely homesick.
- ③ You become emotional.
- ④ While at university, you cling to people from your home country.
- ⑤ You start to question why you are studying abroad in the first place.
- ⑥ You start to withdraw from people and you find it tiresome to speak the language of that country.

2) Recovery

- ① Don't get too caught up in what is happening now.
- ② Remind yourself what your goals are.
- ③ Don't judge things or people based on Japanese values/values of your home country.
- ④ Write down what you are going through and how you are feeling.
- ⑤ Don't isolate yourself and seek help.

When you return to your home country, you may also experience a reverse culture shock. You may have psychological symptoms such as a sense of isolation, fatigue, a desire to return to the place you were, feelings of anger and hopelessness towards your home country, coupled with physical symptoms. Depending on the person, reverse culture shock may be more severe than the culture shock experienced while abroad. Here are some ways to deal with reverse culture shock.

- ① Write down what you are feeling and thinking, such as the values, customs, and behavior of people in your home country that makes you feel uncomfortable, how you feel you have changed through the study abroad experience, and how these changes have affected your relationship with your family and friends.
- ② Meet other study abroad returnees with whom you can share your experiences and learn how they overcame culture shock.
- ③ Contact local friends you made while studying abroad and seek many opportunities to come in contact with the culture of the country you were studying in.
- ④ While abroad, prepare yourself psychologically for the possibility of experiencing reverse culture shock by talking to people and thinking about it.

IV. Procedures for Returning to Keio University after Your Study Abroad

1) **Submit a Notice of Returning to Study**

After returning to Japan from studying abroad, make sure submit a Notice of Returning to Study (“Shugaku Todoke”) immediately to your faculty/ graduate school. Complete the online course registration and apply for transfer of credits, if necessary.

2) **Looking back at your study abroad experiences**

After you have completed the program, try and look back on your experiences to determine whether you have fulfilled your objectives and how you would like to make use of them in your future career. Straight after returning to Japan, you may find yourself with many things to do, such as completing various formalities or job hunting. However, take some time to reflect on your experiences while they are still fresh, so that you can organize your thoughts and make the most out of those experiences beyond university. We recommend that you consider the following aspects and write them down.

Students who participated in a student exchange program are required to submit a report. This will allow them to engage in the same reflection process, so try to work on the report as soon as you return to Japan.

- To what extent do you think you have fulfilled your study abroad objectives?
- What have you gained by studying abroad and what were the good and bad points about your experiences?
- How have you changed or grown through studying abroad?
- How would you like to use your experiences in your future career?

3) **Participate in international exchange programs at Keio University**

The International Center organizes various international exchange programs (for more details, refer to Keio University International Center’s website. <https://www.ic.keio.ac.jp/>)

Take advantage of your study abroad experiences and proactively support international students studying at Keio as a host or take classes conducted in English with international students in order to maintain your language ability, as these experiences will lead to new awareness.